Guidelines for writing a *SUMMARY with IN-TEXT CITATIONS*

Christine Bauer-Ramazani

The purpose of a summary is to give the reader, in a about 1/3 of the original length of an article/lecture, a clear, objective picture of the original lecture or text. Most importantly, **the summary restates only the main points of a text or a lecture without giving examples or details**, such as dates, numbers or statistics.

Skills practiced: **note-taking, paraphrasing** (using your own words and sentence structure), condensing
Examples of acceptable paraphrases and unacceptable paraphrases (= plagiarism): Plagiarism: What It is and How to Recognize and Avoid It

Before writing the summary:

1. For a text, **read, mark,** and **annotate** the original. (For a lecture, work with the notes you took.)
    - highlight the topic sentence
    - highlight key points/key words/phrases
    - highlight the concluding sentence
    - outline each paragraph in the margin

2. Take notes on the following:
    - the source (author--first/last name, title, date of publication, volume number, place of publication, publisher, URL, etc.)
    - the main idea of the original (paraphrased)
    - the major supporting points (in outline form)
    - major supporting explanations (e.g. reasons/causes or effects)

Writing your summary--Steps:

1. Organize your notes into an outline which includes main ideas and supporting points **but no examples or details** (dates, numbers, statistics).

2. Write an introductory paragraph that begins with **a frame**, including an **in-text citation of the source** and the author as well as a **reporting verb** to introduce the main idea. **The reporting verb is generally in present tense**.

    - ARTICLE:

    In his/her article (or lecture) "________________________,"
    ______________________ (year)
    (title, first letter capitalized) (author/lecturer's last name)

    argues/claims/reports/contends/maintains/states that
    _____________________________.
    (main idea/argument; S + V + C)

    Example: In his article "Michael Dell turns the PC world inside out," Andrew E. Serwer (1997) describes how Michael Dell founded Dell Computers and claims that Dell's low-cost, direct-sales strategy and high quality standards account for Dell's enormous success.

    - BOOK:

In his book *The Pearl*, John Steinbeck (1945) illustrates the fight between good and evil in humankind.

- INTERVIEW:

  In my interview with him/her (date), __________________(first name, last name) stated that ....

Reporting Verbs:

STRONG ARGUMENT==>NEUTRAL==>COUNTERARGUMENT==>SUGGESTION==>CRITICISM

argue	state	refute the claim	suggest	criticize
claim	report	argue against	recommend	
contend	explain			
maintain	discuss			
insist	illustrate			
posit	observe			

Other examples of frames:

- According to ___________________ (year), ____.
  (author's last name) (main idea; S + V + C)

- ___________'s article on ______________ (year) discusses the ____________________.
  (author's last name) (topic) (main idea; Noun Phrase)

- ___________ (year), in his/her article, "________________" argues that ________________.
  author's last name) (title of article) (main idea; S + V + C)

- According to "Title of the Article" (year), ____.
  (main idea; S+V+C)

- _____________ has a major impact on ________ (author's last name, year).
  (topic/NP) (NP)

3. The main idea or argument needs to be included in this first sentence. Then mention the **major** aspects/factors/reasons that are discussed in the article/lecture. Give a full reference for this citation at the end of the summary (see #6. below).

   a. For a **one-paragraph summary**, discuss each supporting point in a separate sentence. Give 1-2 explanations for each supporting point, summarizing the information from the original.

   b. For a **multi-paragraph summary**, discuss each supporting point in a separate paragraph. Introduce it in the first sentence (topic sentence).

Example: The first major area in which women have become a powerful force is politics.

4. Support your topic sentence with the necessary reasons or arguments raised by the author/lecturer but omit all references to details, such as dates or statistics.

5. Use discourse markers that reflect the organization and controlling idea of the original, for example cause-effect, comparison-contrast, classification, process, chronological order, persuasive argument, etc.

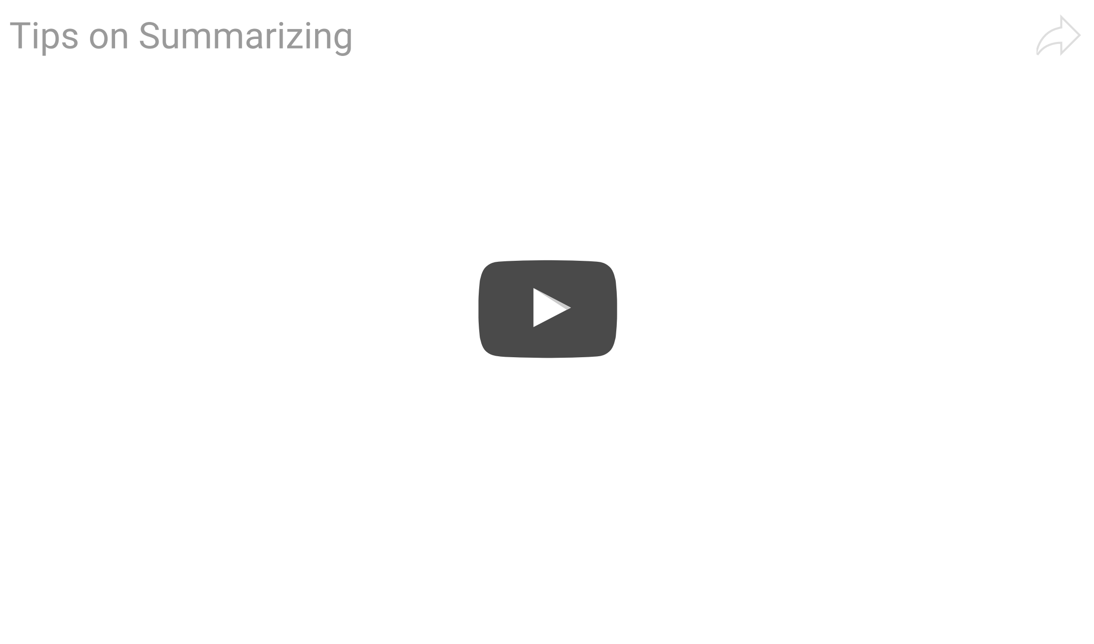
6. In a longer summary, remind your reader that you are paraphrasing by using "**reminder phrases**," such as

   - The author goes on to say that ...
   - The article (author) further states that ...
   - (Author's last name) also states/maintains/argues that ...
   - (Author's last name) also believes that ...
   - (Author's last name) concludes that

7. Restate the article's/lecturer's conclusion in one sentence.

8. Give a full reference for the citation (see the example below for the in-text citations in #2). For citing electronic sources, please see Citation of Electronic Resources.

Further illustrations: Please see the video **Tips on Summarizing** on the Ohio State Flipped ESL YouTube channel. This video investigates the basic elements needed to create an effective one sentence summary and a summary paragraph.



References

Serwer, A. (1997, Sept. 8). Michael Dell turns the PC world inside out. *Fortune*, 76-86.

Steinbeck, J. (1945). *The pearl*. New York: Penguin Books.